

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology & Support (OTS)

Section/Unit: OTS Director's Office
OTS Sections & Units

Schedule Use:

Schedule No.: 89-060 **Admin. Chg. Date:** 10-15-97

Record Series Title: OTS DIRECTOR'S SUBJECT FILE

Description: Directives, Goals and Objectives, Annual Objective Status Reports, Quarterly Objective Status Reports, Monthly Status Reports, Policies and Procedures for Support Services functions, Special Projects and Reports, weekly staff meeting minutes, memoranda and related correspondence.

File Arrangement: By DHR organization, then alphabetically by subject/project file.

Retention/Disposition Instructions:

1) OTS Office Director:

Cut off file at end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 2 years; then destroy.

2) OTS Section Managers & Unit Supervisors:

Cut off file at end of each fiscal year; hold in current files area 2 years, then destroy.

Confidential: No - Open Record

Supersedes: 89-060 (approved 8-14-90)

M97-253

(u:\89-060)

970922-03

**RECORDS RETENTION SCHEDULE NOTIFICATION
(ADMINISTRATIVE CHANGE OR DELETION)**

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

M 97-253

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
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SERIES TITLE
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)
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☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION
☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR
☐ SEE DELETION EXPLANATION BELOW:

SWC *12/2/97* *12/2/97* *12/2/97*
~~00-001, 00-002, 00-003, 00-004, 00-080, 70-140, 73-499, 73-500, 73-501, 76-115, 78-016, 78-0299-A, 78-301~~
78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL	<i>Gerald Poy</i>	DATE: 9-10-97
DEPT. OF ARCHIVES AND HISTORY APPROVAL	<i>Peter Eschmider</i>	DATE: 12-2-97

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date _____ Application Number 87-2	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Administrative Services Office of Support Services 47 Trinity Ave. SW - Room 514-H Atlanta, Georgia 30334	ARCHIVES AND HISTORY Application Number 89-060 Date Received Date Completed JUN 8 1987 AUG 14 1989
2. Person to Contact Eunice Rankins Working Title Administrative Secretary Telephone Number 656-4305		
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
4. Dates of Series Earliest Latest 1980 continuing		5. Records Series Title (followed by title used in office, if different) Office of Support Services Director's Subject File
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Administrative Services Division provides the program direction and coordination of the specialized functions which support the Department's internal operations and legal environment through the Offices of Administrative Appeals, Audits, Child Support Recovery, Financial Services, Fraud and Abuse, Personnel Administration and Support Services.</p> <p>The Office of Support Services is responsible for providing those functions that require central coordination and service delivery. The functions include: space management, telecommunications, construction, building renovation and repair, real property management, rents and leasing, energy management, personal property management, vehicle management, building services, central supply and warehouse, mail services, central receiving, records management, printing, forms design, and maintenance and distribution of the Department's individual Administrative, Grants-to-Counties and DHR Board Policies and Procedures and related manuals which compile those policies and procedures.</p>		
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: all areas of responsibility of the director of Support Services.</p> <p>Included are: Directives, Goals and Objectives, Annual Objective Status Reports, Quarterly Objective Status Reports, Monthly Status Reports, Policies and Procedures for Support Services functions, Special Projects and Reports, weekly staff meeting minutes, memoranda and related correspondence.</p> <p>The file is arranged: By DHR organization, then alphabetically by subject/project file.</p>		
8. Monthly Reference Rate One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>once</u> ; twenty-five months and older <u>seldom</u> ?		
9. Annual Rate of Accumulation or Records Letter-size drawers <u>2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____		

X	If not, where is it?
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Some materials are duplicated in Section Director's Files.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively these files are needed to document the activities and performance of the Office of Support Services.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

REFERENCE COPIES

Facilities Support Section Director
Services Support Section Director

Cut off file at the end of each fiscal year; hold in current files area 2 years; then destroy.

These instructions apply to all prior and future accumulation of records for this series title.

Signature	Date	Signature	Date
DHR Office/Division — Director/Designee		DHR Records Management Supervisor	
<i>Jay A. Bledsoe</i>	6/2/87	<i>Paul T. Murphy</i>	6/3/87
DHR Section/Unit — Chief/Supervisor/Designee		DHR Records Management	
<i>Renice Rankins</i>	6/2/87		
870668-02			
STATE RECORDS COMMITTEE		Signature	Date
Retention recommendations in paragraph 12 are approved — If not approved, please attach a letter of explanation.		State Auditor/Designee	8-11-87
89-060		Secretary of State/Designee	8/10/89
		Governor/Designee	8/14/89
		Attorney General/Designee	